



City of Columbus, Ohio

THIS IS NOT AN ORDER

Solicitation - 90 2010 SO034590

Respond before: 06/28/2010 9:00 am

Bid Contact :

Robin Cook
Department of Technology
1111 East Broad Street
Rm 303
Columbus OH 43205 -
For inquiries call : (614) 645 7247 Fax : (614) 645 0544

| GROUP | ITEM | QTY | DESCRIPTION |
|-------|------|----------|--------------------------|
| 1 | 001 | 150.00 M | Continuous Form Printing |

The City of Columbus Department of Technology, Information Services Division (ISD) on behalf of the Department of Public Utilities, Water Division seeks to purchase 150,000 sheets of White, O.C.R. Bond paper..

The forms are to be received by July 23, 2010. Bids are fixed and firm with no overruns or under-runs allowed.

APPLICABLE PUBLICATIONS

N/A

REQUIREMENTS

The forms are to be printed in a Xerox IMV 4635 duplex high-speed laser printer and mechanically inserted on a Bowe Bell & Howell Enduro Inserting System.

Paper type: 24 lb., White laser cut sheet - Long Grain; and must be of 30% POST CONSUMER RECYCLED CONTENT.

Smoothness (Sheffield) minimum 90

Stiffness (Taber) MD 1.7 minimum, CD 0.7 minimum.

Moisture % by weight, 4.5 + or - .8

Brightness (%Ref) 81% average

OCR Bond 100% Chemical wood pulp

Form Requirements: Horizontal Perforation to separate stub and bill (LOCATED 3 1/2" FROM THE BOTTOM EDGE) is to be 30 ties per inch. Other perforations may be acceptable as long as they withstand the printing process and the insertion into envelopes. If the two portions of this form separate or partially separate during either process, the forms will be rejected. ALSO, THE FORM MUST NOT WARP AFTER BEING PRINTED IN A XEROX 4635 LASER PRINTER.

LOGO:

Logo Ink Colors: Blue: Pantone 2945

Green: Pantone 369

The Logo is:

2.228" W x 0.855" H

0.125" from top

0.25" from left

The top of the "Columbus Department of Public Utilities" line is 15/16" from top edge. Horizontal line is Blue Pantone 2945, and is four and five-sixteenths inches wide.

The "Color Block" is (in inches):

7.867" W x 6.657" H

0.140625" from left

2.25" from top

Color Block Color: Sinclair Valentine J6983 Red, screened down to 50%.

Ink must be of laser quality for Xerox 4635 laser heat fusing process.

PROOF REQUIRED; Minimum of one (1) proof required. Pricing for any proof(s) requested must be included in the bid. 500 sample sheets of the final document may be required to test form size and for paper curl - at no additional cost to the City.

DELIVERY

Packaging:

The forms are to be wrapped in moisture-proof polyethylene laminate or other plastic laminates and plastic films with brown chipboard on top and bottom. Wax laminate wrappers are not acceptable.

The skids used to deliver the cases cannot be larger than a standard skid of 36 inches X 48 inches, larger skids

may be refused.

Shrink-wrapped pallets required to protect cartons from dirt and moisture during shipment and storage. Must be packaged adequately for storage in stacks up to six feet high.

Each carton will be labeled with quantity, purchase order number and the form name, "DPU Final Bill Paper".

Delivery due by no later than July 23, 2010 and shall be FOB Destination freight prepaid and allowed to:

Fireproof Warehouse
3827 Brookham Drive,
Grove City, Ohio 43123
Attn: MIKE SAYER (614) 299-2122

NOTES:

Successful bidder shall be required to provide the City with a statement from the manufacturer, on letterhead, stating that the stock used will conform in all respects to the paper requested in the quote, including the requirement that paper contain NOT LESS THAN 30% POST CONSUMER RECYCLED CONTENT.

All bids will show unit price per thousand, and total amount.

The City's payment terms are net 30 days

Supplier will make exact delivery requests not to exceed 150,000 total sheets. Overruns or under-runs are unacceptable.

Samples are available. Contact Lee Brooks at (614) 645-5742 or LLBrooks@Columbus.gov

DELIVERY ADDRESS:

(See below)

Terms:

Pursuant to City of Columbus Code Section 3907.05, all contractors, including subcontractors, who are a party to a contract as defined in C.C. 3901.01, must hold a valid contract compliance certification number.

For information regarding contract compliance, please contact the Equal Business Opportunity Commission Office at (614) 645 - 4764.

Equal Opportunity Clause

(1) The contractor will not discriminate against any employee or applicant because of race, color, religion, sex or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment upgrading, demotion, or termination; rates of pay or other forms of compensation; and selection for training. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices summarizing the provisions of this Equal Opportunity Clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that the contractor is an equal opportunity employer.

(3) It is the policy of the City of Columbus that business concerns owned and operated by minority and female persons shall have the maximum practical opportunity to participate in the performance of contracts awarded by the CITY.

(4) The contractor shall permit access to any relevant and pertinent reports and documents by the Executive Director for the sole purpose of verifying compliance with this article, and with the regulations of the Equal Business Opportunity Commission Office. All such materials provided to the Executive Director by the contractor shall be considered confidential.

(5) The contractor will not obstruct or hinder the Executive Director or her deputies, staff, and assistants in the fulfillment of their duties and responsibilities imposed by Article I, Title 39.

- (6) The contractor and each subcontractor will include a summary of this Equal Opportunity Clause in every subcontract. The contractor will take such action with respect to any subcontract as is necessary as a means of enforcing the provisions of the Equal Opportunity Clause.
- (7) The contractor agrees to refrain from subcontracting any part of this contract modification thereto to a contractor not holding a valid contract compliance number as provided for in Article I, Title 39.
- (8) Failure or refusal of a contractor or subcontractor to comply with the provisions of Article I, Title 39, may result in the cancellation of this contract.

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| <div><div><div>DELIVER TO</div><div>Leland Brooks DoT See Bid Specification for Delivery Instructions Grove City OH 43215 -</div></div></div> | |
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